

Wednesday, December 13, 2017

Dear parents and carers

You are warmly invited to attend a parents' consultation meeting with your child's subject teachers on Tuesday 16th January, 4.00-7.00pm. Please return the slip below to indicate whether you will be able to make the evening.

On arrival please report to reception to sign the register of attendance. We will try to reduce queuing to a minimum by operating an appointment system. Each appointment will last 5 minutes. If you have particular concerns that may take longer than this, please may we ask that you make a separate appointment with the teacher concerned at another time.

We very much hope that you can attend and look forward to seeing you. Please can you confirm that you have received this letter by signing and returning the reply slip below to your child's Chapter Tutor by Thursday 4th January.

Yours faithfully

Mrs E Verow
Headteacher

Year 9 and 12 evening reply slip – to be returned to your child's tutor by Thursday 4th January

Name of student:

Chapter group:

Please delete the appropriate sentence:

I/we **will** be able to attend parents' evening. OR I/we **will not** be able to attend parents' evening.

Signed:

Date:



**PARENTS' CONSULTATION EVENING
APPOINTMENT SHEET (STUDENT COPY)**

Please find out the time(s) which are most convenient for your parent(s)/carer(s) and then book appointments with your teachers. To help your parents out, please make a note of the teachers' names and the subject for which they teach you.

Name:

Time	Teacher	Subject
4pm		
4.05pm		
4.10pm		
4.15pm		
4.20pm		
4.25pm		
4.30pm		
4.35pm		
4.40pm		
4.45pm		
4.50pm		
4.55pm		
5pm		
5.05pm		
5.10pm		
5.15pm		
5.20pm		
5.25pm		
5.30pm		

Time	Teacher	Subject
5.35pm		
5.40pm		
5.45pm		
5.50pm		
5.55pm		
6pm		
6.05pm		
6.10pm		
6.15pm		
6.20pm		
6.25pm		
6.30pm		
6.35pm		
6.40pm		
6.45pm		
6.50pm		
6.55pm		
7pm		